

# **Community Services Block Grant (CSBG) CARES Act Supplemental State Plan**

## **Table of Contents**

<b>SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter .....</b>	<b>2</b>
<b>SECTION 2 State Legislation and Regulation .....</b>	<b>4</b>
<b>SECTION 3 State Plan Development and Statewide Goals.....</b>	<b>5</b>
<b>SECTION 4 Hearing Requirements.....</b>	<b>5</b>
<b>SECTION 5 CSBG Eligible Entities.....</b>	<b>7</b>
<b>SECTION 6 Organizational Standards for Eligible Entities.....</b>	<b>9</b>
<b>SECTION 7 State Use of Funds .....</b>	<b>10</b>
<b>SECTION 8 State Training and Technical Assistance.....</b>	<b>14</b>
<b>SECTION 9 State Linkages and Communication.....</b>	<b>16</b>
<b>SECTION 10 Monitoring, Corrective Action, and Fiscal Controls.....</b>	<b>18</b>
<b>SECTION 11 Eligible Entity Tripartite Board.....</b>	<b>22</b>
<b>SECTION 12 Individual and Community Income Eligibility Requirements.....</b>	<b>23</b>
<b>SECTION 13 Results Oriented Management and Accountability (ROMA) System.....</b>	<b>24</b>
<b>SECTION 14: CSBG Programmatic Assurances and Information Narrative.....</b>	<b>25</b>

## SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

For the purposes of the CARES Act, the Office of Community Services is accepting an abbreviated State Plan as a supplement to provide additional information to the Federal Fiscal Year (FFY) 2020 CSBG State Plan.

1.1. Identify the Submission Date of your FFY2020 CSBG State Plan: 10/30/2018

1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

- Has information in regards to the state lead agency has changed since the last submission of the state plan? Yes: Authorized Official, Address, Phone Number, Email Address, Website
- 1.2a Lead Agency: Indiana Housing and Community Development Authority
- 1.2b Cabinet of Administrative Department of this lead agency:
  - Community Affairs Department
  - Community Services Department
  - Governor's Office
  - Health Department
  - Housing Department
  - Human Services Department
  - Social Services Department
  - Other, describe: [Narrative, 100 characters]
- 1.2c Cabinet or Administrative Department Name: Community Programs
- 1.2d Authorized Official: Emily Krauser, Director of Community Programs
- 1.2e Street Address: 30 S. Meridian St, Suite 900
- 1.2f City: Indianapolis
- 1.2g State: IN
- 1.2h ZIP: 46204
- 1.2i Telephone and extension: (317) 232-7777
- 1.2j Fax: (317) 232-7778
- 1.2k Email Address: csbg@ihcda.in.gov
- 1.2l Lead Agency Website: https://www.in.gov/ihcda/

1.3 Designation Letter: attached

1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

- Has Information in regards to the state point of contact has changed since the last submission of the state plan? Yes: Point of Contact, Address, Phone Number, Email Address, Website
- 1.4a Agency Name: Indiana Housing and Community Development Authority
- 1.4b Point of Contact: Veronica Watson, Community Programs Manager - CSBG
- 1.4c Street Address: 30 S. Meridian St, Suite 900
- 1.4d City: Indianapolis
- 1.4e State: IN

- 1.4f ZIP: 46204
- 1.4g Telephone and extension: (317) 232-7777
- 1.4h Fax: (317) 232-7778
- 1.4i Email Address: csbg@ihcda.in.gov
- 1.4j Lead Agency Website: <https://www.in.gov/ihcda/>

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## SECTION 2 State Legislation and Regulation

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 2 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

2.1 Emergency Legislation or Regulation (Optional): If applicable, please describe any special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding, including any emergency procedures to amend any existing legislation or regulation described in the accepted FFY2020 CSBG State plan (as dated in Section 1 of this state plan).

- No, there is no special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding.
- Yes, there is special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding as described below: [Narrative, 3000 characters]

## SECTION 3 State Plan Development and Statewide Goals

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 3 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan). The following additional information is requested for CSBG CARES supplemental funding.

3.1. State Plan Goals: Describe the state's specific goals for state administration of CSBG as it directly relates to the CSBG CARES funding. [Narrative, 3000 characters]

- Response: IHCD's main goal for administering CSBG CARES funding is to provide CAAs the guidance and training needed in order for them to implement their planned activities. This will be accomplished via written guidance updates as well as webinars and in-person trainings hosted by IHCD and/or coordinated by the State Association. Particular attention will be paid to allowable uses of CSBG funds, best practices for safely reopening during a pandemic, and updates to technology and written policies to facilitate remote work. IHCD's other main goal for administering CSBG CARES funding is to "tell the story" of how the funds are used across the state to assist low-income communities. This will be accomplished by helping agencies complete all CARES-specific reporting requirements, and by working with the State Association and IHCD's Marketing and Communications department to create and disseminate reports on what CAAs accomplish with their funds.

3.2. Eligible Entity Involvement: Describe the specific steps the state took in developing the CSBG CARES Supplemental State Plan to involve the eligible entities. [Narrative, 3000 Characters]

- Response: In June 2020, IHCD collected and reviewed Community Action Plans from all 22 CAAs. Included in those Plans were descriptions of how agencies intended to use their allocated CARES Act funds, as well as a list of training topics agencies needed to help them utilize their funds. IHCD's goals were developed in direct response to how agencies intend to use their funds and their requests for T&TA. *IHCD also sent the State Plan draft directly to CAA executive directors and CSBG Managers on **DATE** and hosted a conference call with the network on **DATE**, to ask for and discuss their feedback on the draft goals and other State Plan responses.*

## SECTION 4 Hearing Requirements

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 4 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan). The CSBG CARES Supplemental State Plan is considered to be a plan revision, consistent with Section 676(e) of the CSBG Act (Revisions and Inspection).

4.1. Public Inspection: Describe how the CSBG CARES Supplemental State Plan has been made available for public inspection within the state to facilitate public review and comment. [Narrative, 3000 characters].

- Response: *Will be completed after public comment period.*

Note: For the purposes of this CSBG CARES Supplemental State Plan, a public hearing is not required. However, the state should notify eligible entities and other known stakeholders that this plan is available for a public review and comment, and post publicly, e.g., on the state's public website, for a reasonable timeframe.

Although, a reasonable timeframe is not specified in the statute, for purposes of the CSBG CARES Supplemental State Plan, OCS recommends a minimum of 10 business days.

## SECTION 5 CSBG Eligible Entities

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

- Response: As the Authorized Official for CSBG, I confirm that there are no changes to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1).

5.1. CSBG Eligible Entities: In the table below, indicate whether eligible entity in the state public or private, the type(s) of entity, and the geographical area served by the entity.

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Area IV Agency on Aging and Community Programs, Inc.	Carrol, Clinton, Tippecanoe, White	Non-Profit	Community Action Agency
2	Area Five Agency on Aging and Community Services, Inc.	Cass, Howard, Miami, Tipton, Wabash	Non-Profit	Community Action Agency
3	Community Action of Greater Indianapolis, Inc.	Boone, Hamilton, Hendricks, Marion	Non-Profit	Community Action Agency
4	Community Action of Northeast Indiana, Inc.	Allen, DeKalb, LaGrange, Noble, Steuben, Whitley	Non-Profit	Community Action Agency
5	Community Action Program of Evansville and Vanderburgh County, Inc.	Gibson, Posey, Vanderburg	Non-Profit	Community Action Agency
6	Community Action of Southern Indiana, Inc.	Clark, Floyd, Harrison	Non-Profit	Community Action Agency
7	Community and Family Services, Inc.	Adams, Blackford, Huntington, Jay, Randolph, Wells	Non-Profit	Community Action Agency
8	Community Action Program, Inc. of Western Indiana	Benton, Fountain, Montgomery, Parke, Vermillion, Warren	Non-Profit	Community Action Agency
9	Human Services, Inc.	Bartholomew, Decatur, Jackson, Johnson, Shelby	Non-Profit	Community Action Agency
10	Hoosier Uplands Economic Development Corp.	Lawrence, Martin, Orange, Washington	Non-Profit	Community Action Agency
11	Interlocal Community Action Program, Inc.	Delaware, Fayette, Hancock, Henry, Rush, Wayne	Non-Profit	Community Action Agency
12	Job Source - Central Indiana Community Action Program	Grant, Madison	Public	Community Action Agency
13	Lincoln Hills Development Corporation	Crawford, Perry, Spencer	Non-Profit	Community Action Agency
14	North Central Community Action Agencies, Inc.	LaPorte, Pulaski, Starke	Non-Profit	Community Action Agency

15	Northwest Indiana Community Action Corp.	Jasper, Lake, Newton, Porter	Non-Profit	Community Action Agency
16	Ohio Valley Opportunities Inc.	Jefferson, Jennings, Scott	Non-Profit	Community Action Agency
17	PACE Community Action Agency, Inc.	Daviess, Greene, Knox, Sullivan	Non-Profit	Community Action Agency
18	REAL Services, Inc.	Elkart, Fulton, Kosciusko, Marshall, St. Joseph	Non-Profit	Community Action Agency
19	South Central Community Action Program, Inc.	Brown, Monroe, Morgan, Owen	Non-Profit	Community Action Agency
20	Southeastern Indiana Economic Opportunity Corp.	Dearborn, Franklin, Ohio, Ripley, Switzerland, Union	Non-Profit	Community Action Agency
21	Dubois-Pike-Warrick Economic Opportunity	Dubois, Pike, Warrick	Non-Profit	Community Action Agency
22	Western Indiana Community Action Agency	Clay, Putnam, Vigo	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities: 22

5.3. Special Circumstances [Optional]: If the state has any specific circumstances that will affect the allocation, such as a pending de-designation hearing for an eligible entity, please describe below:  
[Select one and Narrative, 3000 characters]

- Response: No special circumstances were implemented to the CSBG CARES Supplemental allocations.



## **SECTION 6 Organizational Standards for Eligible Entities**

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 6 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information.

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## SECTION 7 State Use of Funds

### Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1 Formula: Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. [Check one and narrative where applicable]

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other

7.2 Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and “not less than 90 percent funds” as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. [Numeric Response, specify dollar amount]

Planned CSBG 90 Percent Funds	
CSBG Eligible Entity	Funding Amount \$
Area Five Agency on Aging and Community Services, Inc.	531,350.98
Area IV Agency on Aging and Community Action Programs, Inc.	592,410.61
Community and Family Services, Inc. (CFS)	494,251.51
Community Action of Greater Indianapolis, Inc. (CAGI)	1,915,706.50
Community Action of Northeast Indiana, Inc. (CANI)	956,904.17
Community Action of Southern Indiana, Inc. (CASI)	411,611.48
Community Action Program, Inc. of Western Indiana (CAPWI)	415,846.61
Community Action Program of Evansville and Vanderburgh County, Inc. (CAPE)	475,691.33
Dubois-Pike-Warrick Economic Opportunity d/b/a TRI-CAP	258,765.81
Hoosier Uplands Economic Development Corp. (HUEDC)	375,341.52

<b>Human Services, Inc. (HS)</b>	<b>559,793.69</b>
<b>Interlocal Community Action Program, Inc. (ICAP)</b>	<b>758,682.57</b>
<b>Job Source - Central Indiana Community Action Program (JS)</b>	<b>417,939.23</b>
<b>Lincoln Hills Development Corporation (LHDC)</b>	<b>232,484.62</b>
<b>North Central Community Action Agencies, Inc. (NCCAA)</b>	<b>363,419.99</b>
<b>Northwest Indiana Community Action Corp. (NWICA)</b>	<b>1,197,803.24</b>
<b>Ohio Valley Opportunities Inc. (OVO)</b>	<b>294,418.90</b>
<b>REAL Services, Inc. (REAL)</b>	<b>1,046,948.88</b>
<b>South Central Community Action Program, Inc. (SCCAP)</b>	<b>583,796.44</b>
<b>Southeastern Indiana Economic Opportunity Corp. (SIEOC)</b>	<b>397,062.94</b>
<b>PACE Community Action Agency, Inc. (PACE)</b>	<b>390,791.19</b>
<b>Western Indiana Community Action Agency, Inc. (WICAA)</b>	<b>431,926.57</b>
<b>Total</b>	<b>13,102,948.78</b>

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

7.3 Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan. [Numeric response, specify dollar amount]

- Response: 5% or \$727,941.60

7.4 State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG CARES funds for the FFY(s) covered by this State Plan. Numeric Response

- Response: 40

7.5 State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG CARES funds for the FFY(s) covered by this State Plan? Numeric Response

- Response: 5

Use of Remainder/Discretionary Funds [Section 675C(b)(1) of the CSBG Act]

**7.6 Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?

- Response: Yes

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. [Numeric Response, Insert Dollar Amount]

- Response: 5%

<b>Use of Remainder/Discretionary Funds</b>		
<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.6a. Training/technical assistance to eligible entities	<b>\$150,000</b>	These planned services/activities will be described in State Plan Item 8.1 <b>[Read Only]</b>
7.6b. Coordination of State-operated programs and/or local programs		[Narrative, 5000 characters]
7.6c. Statewide coordination and communication among eligible entities	<b>\$200,000</b>	IHCDA is partnering with INCAA to expand the State Association's technology, in order to support trainings, lead network discussions, collect data and increase CAA collaboration reporting virtually.
7.6d. Analysis of distribution of CSBG funds to determine if targeting greatest need		<b>[Narrative, 5000 characters]</b>
7.6e. Asset-building programs		<b>[Narrative, 5000 characters]</b>
7.6f. Innovation programs/activities by eligible entities or other neighborhood group		<b>[Narrative, 5000 characters]</b>
7.6g. State charity tax credits		<b>[Narrative, 5000 characters]</b>
7.6h. Other activities [Specify under Column 4]	<b>\$377,000</b>	IHCDA is currently reviewing state needs now and will continue to do so in the coming months; discretionary funds will be used to help meet these needs, either with additional funding to CAAs, to the State Association, or to other community partners, such as agencies that work with the homeless population.
<b>Totals</b>	<b>Auto-calculated</b>	

**7.7 Summary of State Allocations:** Provide a total breakdown of planned amounts. Please note that this table will automatically populate with the totals from 7.2, 7.3, and 7.6 above.

<b>90 Percent Funds</b>	<b>Administrative Funds</b>	<b>Discretionary Funds</b>	<b>Total</b>
<b>Populated from 7.2</b>	<b>Populated from 7.3</b>	<b>Populated from 7.6</b>	<b>Auto-calculated</b>

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## SECTION 8 State Training and Technical Assistance

8.1 Training and Technical Assistance Plan: Describe the state's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.6a., Use of Remainder/Discretionary Funds.)

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
<b>Dropdown Options:</b> <ul style="list-style-type: none"> <li>Ongoing/Multiple Years</li> <li>FY2021</li> <li>Ongoing/Multiple Years</li> <li>Ongoing/Multiple Years</li> </ul>	<b>Toggle Options:</b> <ul style="list-style-type: none"> <li>Training</li> <li>Technical Assistance</li> <li>Training</li> <li>Both</li> </ul>	<b>Dropdown Options:</b> <ul style="list-style-type: none"> <li>Other</li> <li>Other</li> <li>Other</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Virtual roundtables for CAA case managers to discuss COVID-related challenges</li> <li>A consultant will work with CAAs on their remote work policies</li> <li>Webinars on topics related to COVID-19 challenges</li> <li>Other training needs as they arise</li> </ul>

8.1a Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.6): Numeric Response, auto-populated

- Response: \$150,000

8.1b Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. [Narrative, 2500 characters]

- Response: IHCD will continue to consult with INCAA on training topics, based on the feedback INCAA receives from agencies via their communication action plans

and other communications, as well as issues INCAA sees in their CAA interactions. INCAA will be taking lead on the T&TA topics listed above (case manager round tables, remote work consultant), and may take on more in the future.

8.2 Training and Technical Assistance Organizations: Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) [Check all that applies and narrative where applicable]

- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100]
- Other community-based organizations
- State Community Action Association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- **Other** [Narrative, 1000 characters]

## SECTION 9 State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.6(b) and (c).

Note: Only describe additional or unique partnerships related to CSBG CARES funding. Do not re-describe partnerships, linkages, and communications already noted in your regular CSBG State Plan.

9.1 State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [Check all that apply from the list below and provide a Narrative, 5000 Characters]

- State Low Income Home Energy Assistance Program (LIHEAP) office
- State Weatherization office
- State Temporary Assistance for Needy Families (TANF) office
- State Head Start office
- State public health office
- State education department
- State Workforce Innovation and Opportunity Act (WIOA) agency
- State budget office
- Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- State housing office
- Emergency Management
- Public Health/Disease Control
- Other

Narrative: State CSBG staff are working closely with state staff that manage the Emergency Services Grant (ESG) as well as staff that manage a State Rental Assistance Fund, to ensure CAAs can either administer those funds or partner with other administering agencies to avoid duplication of services. State CSBG Staff are also working with the state HEALTHCARE NAVIGATION program, to assist CAAs in supporting current work and building long-term funding sustainability.



9.2 Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
State Monitoring Plans and Policies	As needed	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Meetings/presentations</li> <li>• Email</li> <li>• Website</li> <li>• Webinar</li> <li>• 1:1</li> <li>• Phone Calls</li> </ul>	
Training and Technical Assistance (T/TA) Plans	Annual	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Meetings/presentations</li> <li>• Email</li> <li>• Website</li> <li>• Webinar</li> <li>• 1:1</li> <li>• Phone Calls</li> </ul>	
State Interagency Coordination	As needed	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Meetings/presentations</li> <li>• Email</li> <li>• Website</li> <li>• Webinar</li> <li>• 1:1</li> <li>• Phone Calls</li> </ul>	
CSBG CARES Funding and Activities	As needed	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Meetings/presentations</li> <li>• Email</li> <li>• Website</li> <li>• Webinar</li> <li>• 1:1</li> <li>• Phone Calls</li> </ul>	

## SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

10.1. CSBG CARES Supplemental Monitoring Schedule: In the table below, provide how the state plans to monitor as it specifically relates to the CSBG CARES Supplemental.

The following schedule does not supersede or replace the Monitoring Schedule submitted in your FFY2020 CSBG State Plan as dated in Section 1 of this supplemental state plan.

CSBG Eligible Entity	Monitoring Type (Full-Onsite, Newly Designated, Follow-up, Other, No Review)	Review Type (Onsite, Desk Review)	Target Year (FY2020, FY2021, FY2022)
AREA FIVE	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
AREA IV	Integrated into Regular CSBG Full On-Site	Onsite	FY2022
CFS	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
CAGI	Integrated into Regular CSBG Full On-Site	Onsite	FY2020
CANI	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
CASI	Integrated into Regular CSBG Full On-Site	Onsite	FY2020
CAPWI	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
CAPE	Integrated into Regular CSBG Full On-Site	Onsite	FY2022
TRICAP	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
HUEDC	Integrated into Regular CSBG Full On-Site	Onsite	FY2022
HSI	Integrated into Regular CSBG Full On-Site	Onsite	FY2021

ICAP	Integrated into Regular CSBG Full On-Site	Onsite	FY2020
JS	Integrated into Regular CSBG Full On-Site	Onsite	FY2020
LHDC	Integrated into Regular CSBG Full On-Site	Onsite	FY2022
NCCAA	Integrated into Regular CSBG Full On-Site	Onsite	FY2022
NWICA	Integrated into Regular CSBG Full On-Site	Onsite	FY2022
OVO	Integrated into Regular CSBG Full On-Site	Onsite	FY2022
REAL	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
SCCAP	Integrated into Regular CSBG Full On-Site	Onsite	FY2020
SIEOC	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
PACE	Integrated into Regular CSBG Full On-Site	Onsite	FY2021
WICAA	Integrated into Regular CSBG Full On-Site	Onsite	FY2021

10.2 CSBG CARES Supplemental Monitoring Approach: Describe how the state intends to implement monitoring policies and procedures as it relates directly to the CSBG CARES Supplemental. [Narrative, 3000 characters]

- Response: Indiana will integrate all CSBG CARES Act Supplemental monitoring into the Regular CSBG Comprehensive Administrative Reviews of our community action agencies. The process to accomplish the monitoring objectives includes a combination of desktop review of supplied documentation and virtual meetings with key agency leadership staff and governing board members. This culminates into the onsite monitoring phase of the review where we evaluate sensitive agency, staff, and participant information. This includes confirming the accuracy of information gathered during the previous monitoring methods.

The CARES Act monitoring will include, but is not limited to, review of the following: The agency submitted CARES Act Community Action Plan & Community Needs

Assessment, all required and completed governing board documentation with required approvals, organizational-wide budget with the appropriately included CARES Act funding line items, properly allocated payment and expenditure reimbursement analysis, inventory management and procurement processing for items purchased with CARES Act funding, and the agency's internal control environment.

10.3 CSBG CARES Supplemental Initial Monitoring Reports: If the state monitors for CSBG CARES Supplemental only, provide the number of calendar days by which the state must disseminate an initial CSBG CARES Supplemental monitoring reports to local entities? [Insert a number from 1 – 100]

- Response: 30 calendar days

Corrective Action, Termination and Reduction of Funding and Assurance Requirements  
(Section 678C of the Act)

10.4 Closing Findings: Is the state adding additional provisions to state monitoring procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings as it specifically relates to the CSBG CARES Supplemental?

- Yes
- No

10.5. Fiscal Controls and Accounting: As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to the state's fiscal controls and accounting procedures that will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

- Response: In addition to all of the normal fiscal controls in place for CSBG funds, to track CARES Act CSBG funds separate, IHCD will create separate CAA awards for the 90% funds, separate contracts for discretionary funds, and maintain a separate chart of accounts and bank account for administrative funds.

10.6. Single Audit Management Decisions: As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. [Narrative, 3000 Characters]

- Response: IHCD will follow all of the same procedures for issuing management decisions letters as outlined in the current CSBG State Plan.

10.7. Assurance on Federal Investigations: The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. Yes

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## **SECTION 11 Eligible Entity Tripartite Board**

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 11 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information now or at a later date.

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## SECTION 12 Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. [Check one item below.]

- 200% of the HHS poverty line
- 125% of the HHS poverty line
- X% of the HHS poverty line (fill in the threshold): 200%
- Varies by eligible entity

12.1a. Describe any changes to the state policy and/or procedures for income eligibility, such as treatment of income and family/household composition as originally described in your FFY2020 CSBG State Plan [as dated in Section 1 of this Plan].

- No changes were made to state policy and/or procedures for income eligibility
- Yes, there are changes to state policy and/or procedures for income eligibility as described below: [Narrative, 5000 Characters]
  - The one change from the last State Plan is the increase in the income eligibility threshold; in the 2019/2020 State Plan it was 125%, but is now 200% for all CSBG funds.

12.1b. The change in the income eligibility threshold will apply to:

- CSBG CARES Supplemental ONLY
- CSBG CARES Supplemental AND regular CSBG funds

12.2. Income Eligibility for General/Short Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

- Response: No changes were made to income eligibility verification.

12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). [Narrative, 5000 Characters]

- Response: No changes were made to income eligibility verification.

## **SECTION 13 Results Oriented Management and Accountability (ROMA) System**

For the purposes of the CARES Act, the Office of Community Services accepts the information on the ROMA system submitted by the state in Section 13 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information on the state's ROMA system.

Please note that the state may describe state discretionary expenditures or additional training and technical assistance related to documentation and performance management for CSBG CARES Supplemental funding in Sections 7 and 8 of this Supplemental State Plan.



## SECTION 14: CSBG Programmatic Assurances and Information Narrative

14.1a Describe how the state will assure "that funds made available through grant or allotment will be used (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out underpart A of title IV of the Social Security Act);
- (ii) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
  - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
  - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

- Response: No change to the standard assurance in the CSBG State Plan

14.1b. Describe how the state will assure "that funds made available through grant or allotment will be used (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs.

- Response: No change to the standard assurance in the CSBG State Plan

14.1c Describe how the state will assure "that funds made available through grant or allotment will be used to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

- Response: No change to the standard assurance in the CSBG State Plan.

14.2 [No response; links to items 7.9 and 7.10.]

14.3a Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

- Response: No change to the standard assurance in the CSBG State Plan.

14.3b Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations." Note: the state describes this assurance in the State Linkages and Communication section, item 9.3b of the regular CSBG State Plan.

- Response: No change to the standard assurance in the CSBG State Plan.

14.3c Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources." Note: the state describes this assurance in the State Linkages and Communication section, item 9.7 of the regular CSBG State Plan.

- Response: No change to the standard assurance in the CSBG State Plan.

14.3d Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

- Response: No change to the standard assurance in the CSBG State Plan.

14.4 Describe how the state will assure "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."

- Response: No change to the standard assurance in the CSBG State Plan.

14.5 Describe how the state will assure "that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act."

Note: The state describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b of the regular CSBG State Plan.

- Response: No change to the standard assurance in the CSBG State Plan.

14.6 Provide “an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

Note: The state describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5 of the regular CSBG State Plan.14.7 [No response; links to 10.13]

- Response: No change to the standard assurance in the CSBG State Plan.

14.7 Provide “an assurance that the State will permit and cooperate with federal investigations undertaken in accordance with section 678D.”

Note: the state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13 of the regular CSBG State plan.

- Response: No change to the standard assurance in the CSBG State Plan.

14.8 Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

Note: the state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7 of the regular CSBG State Plan. This assurance is not applicable to the disaster supplemental because funds must be distributed to eligible entities based on needs directly related to the disaster.

- ☒ Check to acknowledge that Section 676(b)(8) is not applicable to the CSBG CARES Supplemental and that funds must be distributed based on the CSBG formula.

14.9 Describe how the state will assure “that the State and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

Note: the state describes this assurance in the State Linkages and Communication section, item 9.6 of the regular CSBG State Plan.

- Response: No change to the standard assurance in the CSBG State Plan.

14.10 Describe how “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-

income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

Note: the state describes this assurance in the Eligible Entity Tripartite Board in Section 11.3 of the regular CSBG State Plan.

- Response: No change to the standard assurance in the CSBG State Plan.

14.11 Provide “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”14.12 [No response; links to 13.1, 13.2, 13.3, and 13.4]

- Response: No change to the standard assurance in the CSBG State Plan.

14.12 Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4 of the regular CSBG State Plan.

- Response: No change to the standard assurance in the CSBG State Plan.

14.3 Provide “information describing how the State will carry out the assurances described in this section.”

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan.

- Response: No change to the standard assurance in the CSBG State Plan.